

NATIONAL CANCER INSTITUTE AT FREDERICK

X-RAY PRODUCING MACHINES

RADIOLOGICAL PROGRAM RENEWAL APPLICATION

All Principal Investigators are required to renew their Radiological Programs on a periodic basis. In an attempt to facilitate the program's renewal effort, the Radiation Safety Office will compile and supply pertinent information regarding each Radiological Program to all approved Radiological Program Principal Investigators.

Each Principal Investigator shall review the provided information and make any appropriate changes on the application form. After these changes have been made, please send a dated and signed **hard copy** of the application form to the Radiation Safety Office. **In addition, dated documentation of successful completion of the Indoctrination Training Session must be submitted for each individual on the program.**

The Renewal Application form and documentation of training for each individual will constitute the program's Radiological Program Renewal Application.

If any assistance is needed in this matter, please contact the Radiation Safety Office at extensions 1902 or 5730.

Project:
Radiological Program Number:
Principal Investigator:
Radiological Area Supervisor:
Date of Radiological Program Renewal:

Complete the following table for each person on the program. **ONLY INCLUDE CURRENT PERSONNEL, NEW INDIVIDUALS MUST BE ADDED TO THE PROGRAM SEPARATELY.**

X-RAY PROGRAM PERSONNEL	REMOVE FROM PROGRAM Y/N?

Protocol and X-ray Producing Machine Information

Uses:

Protocol:

X-ray Producing Machine Information: (fill out as appropriate)

Type:	_____
Manufacturer:	_____
NIH#:	_____
Serial#:	_____
kV:	_____
kW:	_____
mA:	_____
Target:	_____
Filter:	_____
Anode:	_____

Check one:

- ☐ X-Ray Irradiator
- ☐ X-Ray Generator
- ☐ Cabinet X-Ray Unit

Training

It is the responsibility of the Principal Investigator and/or Radiological Area Supervisor to oversee and document the training of specific laboratory procedures for laboratory personnel. Use of an X-ray producing machine prior to successful completion of training provided by the Radiation Program's Principle Investigator or Area Supervisor is prohibited. Dated documentation of successful completion for all authorized users must be kept on file for review.

Authorized Radiological Areas

Building	Room

Radiation Monitoring Equipment

All procedures will be performed to keep exposure As Low As Reasonably Achievable (**ALARA**). Adequate shielding will be provided and used as necessary. Additionally, eye protection, remote handling devices and protective clothing will be used when appropriate.

Please provide the Radiation Safety Office with a current and accurate list of meters (e.g., Geiger Counter) used for monitoring within your laboratory. Include the model number, serial number and NIH number (when possible).

MONITORING EQUIPMENT		
Model	Serial #	NIH#

Radiation Safety Precautions To Be Used

All radiological procedures will be conducted in accordance with the NCI-Frederick ALARA program. Appropriate safety equipment and personal protection equipment will be used.

(Principal Investigator's Signature)

(Date)